AD175-5U

1989 AMS Office Benefits Survey Report

For the United States and Canada

Administrative Management Society, Trevose, Pennsylvania

AMS 1989 OFFICE BENEFITS SURVEY

The AMS 1989 Office Benefits Survey was conducted of AMS member companies in September, 1989. Some 1,118 companies responded to the survey, largely consisting of small to medium-sized firms of various types located throughout North America. Given the substantial number of companies in the survey, the figures obtained are considered to reasonably represent trends in the policies of North American businesses.

The survey covers 22 benefits-related policies in three categories: insurance plans, paid leave, and supplementary benefits. Statistics are reported for these categories by:

- Nine types of business
  - Manufacturing/Construction
  - Utilities/Transportation/Communication
  - Banking/Finance
  - Insurance
  - Retail/Wholesale Sales & Distribution
  - Service (Business, Employ., Enter., etc.)
  - Professional (Medical, Legal, etc.)
  - Education/Government/Nonprofit
  - Other
- Five company sizes
  - 1-25 employees
  - 26-100 employees
  - 101-250 employees
  - 251-1,000 employees
  - over 1,000 employees
- Five U.S. regions; plus Canada
  - Northeast — ME, VT, NH, MA, RI, CT, NY, NJ, PA, DE, MD, DC
  - Great Lakes — OH, IN, IL, MI, WI
  - South — VA, WV, KY, TN, NC, SC, GA, FL, AL, MS, LA, AR, TX, OK
  - Midwest — MN, IA, MO, ND, SD, NE, KS
  - West — CA, OR, WA, ID, MT, WY, CO, UT, NV, AZ, NM

ABOUT AMS

The Administrative Management Society (AMS) is a professional management association serving over 8,000 members in over 125 chapters throughout the United States and Canada. AMS is dedicated to the successful management of people and procedures in the office. Those who are involved or are interested in management are eligible for membership.

AMS provides its members with publications, which include *Management World, What's Happening Around AMS,* as well as newsletters, salary and personnel policy surveys, an annual conference, chapter meetings and programs, a certification program, and other services directed toward management development.

For further information about other AMS survey reports, see the last page of this report.

For information about membership in AMS, write or call AMS, 4622 Street Road, Trevose, PA 19047; 215-953-1040, or Fax us at 215-953-1804.

AMS Administrative Management Society
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U.S.$30 ($15 to AMS members)

Insurance Plans — Type of Business

PERCENT

	TOTAL U.S.	MANU./ CONST.	UTIL./ TRANS./ COMM.	BANK./ FIN.	INS.	RET./ WHOLE.	SERV.	PROF.	EDUC./ GOV'T./ NON.	OTHER
HOSPITALIZATION										
Paid by Company in Full	43	43	52	40	32	40	38	51	54	48
Company/Employee Share Cost	48	49	39	53	57	46	47	44	41	41
Paid by Employee in Full	4	2	0	3	4	7	5	0	3	5
No plan	5	6	9	4	7	7	10	5	2	6
SURGICAL										
Paid by Company in Full	42	43	48	37	33	39	39	53	53	47
Company/Employee Share Cost	47	46	33	53	56	45	46	40	39	39
Paid by Employee in Full	4	2	2	3	4	5	4	4	3	5
No plan	7	9	17	5	7	11	11	3	5	9
MAJOR MEDICAL										
Paid by Company in Full	43	44	54	39	35	42	40	53	54	47
Company/Employee Share Cost	47	48	39	53	57	44	45	39	39	39
Paid by Employee in Full	4	1	2	4	4	4	5	3	5	5
No plan	6	7	5	4	4	10	10	5	2	9
SHORT-TERM DISABILITY										
Paid by Company in Full	42	55	44	51	53	35	32	38	30	41
Company/Employee Share Cost	12	14	4	3	14	19	14	10	14	11
Paid by Employee in Full	3	2	4	0	3	5	2	0	4	4
No plan	43	3	48	46	30	41	52	52	52	44
LONG-TERM DISABILITY										
Paid by Company in Full	46	42	54	63	53	32	38	53	45	49
Company/Employee Share Cost	21	26	19	21	32	19	18	17	21	14
Paid by Employee in Full	4	4	3	4	4	8	4	1	5	5
No plan	29	28	24	12	11	41	40	29	29	32
DENTAL										
Paid by Company in Full	28	38	43	26	21	25	21	21	40	32
Company/Employee Share Cost	34	33	30	47	48	30	28	32	32	34
Paid by Employee in Full	4	2	2	6	3	5	4	3	4	4
No plan	34	27	25	21	28	40	47	44	24	30
OPTICAL										
Paid by Company in Full	10	19	15	4	6	8	7	11	17	13
Company/Employee Share Cost	9	8	7	14	11	11	10	8	12	7
Paid by Employee in Full	2	2	2	3	0	3	3	0	1	3
No plan	79	71	76	79	83	78	80	81	70	77
LIFE										
Paid by Company in Full	60	63	52	70	55	53	52	76	59	62
Company/Employee Share Cost	23	25	32	21	33	21	22	11	25	21
Paid by Employee in Full	5	5	7	3	4	7	5	3	5	5
No plan	12	7	9	6	8	19	21	10	11	12
PENSION										
Paid by Company in Full	50	56	48	78	69	33	26	50	43	49
Company/Employee Share Cost	13	15	19	3	11	13	15	8	36	13
Paid by Employee in Full	4	2	11	3	3	2	4	3	3	6
No plan	33	27	22	16	17	52	55	40	18	32
Percent of Payroll Company Spends for All Insurance	18	19	20	18	18	15	16	16	18	17

Insurance Plans — Company Size (By Employees)

PERCENT

	TOTAL U.S.	1-25 EMPLOYEES	26-100 EMPLOYEES	101-250 EMPLOYEES	251-1,000 EMPLOYEES	OVER 1,000 EMPLOYEES
HOSPITALIZATION						
Paid by Company in Full	43	57	44	44	36	29
Company/Employee Share Cost	48	27	50	48	57	62
Paid by Employee in Full	4	5	3	5	3	3
No Plan	5	11	3	3	4	6
SURGICAL						
Paid by Company in Full	42	56	44	44	35	29
Company/Employee Share Cost	47	25	51	48	54	59
Paid by Employee in Full	4	6	2	5	5	3
No Plan	7	13	3	3	6	9
MAJOR MEDICAL						
Paid by Company in Full	43	56	44	47	38	30
Company/Employee Share Cost	47	26	50	46	56	62
Paid by Employee in Full	4	5	2	5	4	3
No Plan	6	13	4	2	2	5
SHORT-TERM DISABILITY						
Paid by Company in Full	42	25	36	54	51	55
Company/Employee Share Cost	12	9	12	10	12	20
Paid by Employee in Full	3	2	3	1	2	4
No Plan	43	64	49	35	35	21
LONG-TERM DISABILITY						
Paid by Company in Full	46	32	45	57	54	45
Company/Employee Share Cost	21	9	19	20	22	37
Paid by Employee in Full	4	4	3	5	6	5
No Plan	29	55	33	18	18	13
DENTAL						
Paid by Company in Full	28	27	24	33	31	29
Company/Employee Share Cost	34	15	32	38	42	52
Paid by Employee in Full	4	3	3	6	4	4
No Plan	34	55	41	23	23	15
OPTICAL						
Paid by Company in Full	10	11	10	10	11	11
Company/Employee Share Cost	9	5	9	11	9	13
Paid by Employee in Full	2	1	1	2	1	4
No Plan	79	83	80	77	79	72
LIFE						
Paid by Company in Full	60	51	68	70	63	50
Company/Employee Share Cost	23	13	19	20	26	40
Paid by Employee in Full	5	6	4	6	5	4
No Plan	12	30	9	4	6	6
PENSION						
Paid by Company in Full	50	29	44	59	65	62
Company/Employee Share Cost	13	9	18	11	11	16
Paid by Employee in Full	4	3	4	5	4	4
No Plan	33	59	34	25	20	18
Percent of Payroll Company Spends for All Insurance	18	13	19	16	19	21

Insurance Plans — Region

PERCENT

	TOTAL U.S.	NORTHEAST	GREAT LAKES	SOUTH	MIDWEST	WEST	TOTAL CANADA
HOSPITALIZATION							
Paid by Company in Full	43	52	41	41	31	47	49
Company/Employee Share Cost	48	41	47	50	60	46	33
Paid by Employee in Full	4	2	5	5	4	1	0
No Plan	5	5	7	4	6	6	18
SURGICAL							
Paid by Company in Full	42	51	41	41	32	47	47
Company/Employee Share Cost	47	39	46	49	56	44	22
Paid by Employee in Full	4	3	5	4	4	3	2
No Plan	7	7	8	6	8	6	29
MAJOR MEDICAL							
Paid by Company in Full	43	51	41	43	32	50	54
Company/Employee Share Cost	47	40	48	48	57	45	21
Paid by Employee in Full	4	3	5	5	3	2	4
No Plan	6	6	6	4	8	3	21
SHORT-TERM DISABILITY							
Paid by Company in Full	42	49	44	42	35	35	50
Company/Employee Share Cost	12	11	15	13	9	14	15
Paid by Employee in Full	3	2	3	3	1	3	4
No Plan	43	38	38	42	55	48	31
LONG-TERM DISABILITY							
Paid by Company in Full	46	49	46	43	44	43	40
Company/Employee Share Cost	21	15	22	25	19	26	36
Paid by Employee in Full	4	4	3	5	5	3	7
No Plan	29	32	29	27	32	28	17
DENTAL							
Paid by Company in Full	28	32	30	24	18	42	49
Company/Employee Share Cost	34	32	32	34	38	38	35
Paid by Employee in Full	4	4	5	4	2	4	1
No Plan	34	32	33	38	42	16	15
OPTICAL							
Paid by Company in Full	10	12	9	8	5	25	32
Company/Employee Share Cost	9	8	11	5	10	17	21
Paid by Employee in Full	2	2	2	1	1	3	1
No Plan	79	78	78	86	84	55	46
LIFE							
Paid by Company in Full	60	65	62	57	57	54	47
Company/Employee Share Cost	23	19	63	27	23	26	39
Paid by Employee in Full	5	5	6	6	5	3	3
No Plan	12	11	9	10	15	17	11
PENSION							
Paid by Company in Full	50	52	54	50	46	42	28
Company/Employee Share Cost	13	14	13	11	17	12	47
Paid by Employee in Full	4	3	4	4	3	4	3
No Plan	33	31	29	35	34	42	22
Percent of Payroll Company Spends for All Insurance	18	20	17	17	15	17	15

Paid Leave — Type of Business

	TOTAL U.S.	MANU./ CONST.	UTIL./ TRANS./ COMM.	BANK./ FIN.	INS.	RET./ WHOLE.	SERV.	PROF.	EDUC./ GOV'T./ NON.	OTHER
AVERAGE VACATION DAYS (According to Service)						**DAYS**				
1/2 year	4.1	3.5	3.0	4.4	4.3	3.4	4.7	4.0	5.8	4.2
1 year	9.3	8.7	8.7	9.4	9.7	7.9	9.7	9.5	11.5	9.9
2 years	10.3	9.8	10.3	10.8	10.4	9.5	10.6	10.5	12.7	10.6
5 years	13.6	12.7	13.4	12.8	13.5	12.7	14.5	14.2	15.9	14.0
10 years	16.3	15.7	17.1	15.8	15.8	15.5	17.0	16.6	18.9	16.6
15 years	18.5	18.2	19.2	18.5	18.9	17.7	18.5	18.0	20.3	18.9
20 years	19.9	20.1	21.4	20.3	20.3	18.9	20.4	18.5	21.6	20.0
Over 20 years	20.5	21.9	22.6	20.9	21.5	19.5	20.1	19.0	22.2	20.4
Companies Allowing Carryover of Days	42%	31%	43%	30%	52%	25%	37%	56%	75%	42%
AVERAGE SICK DAYS (excludes disability) (According to Service)						**DAYS**				
1/2 year	5.3	5.8	7.1	5.0	5.8	4.0	5.7	4.7	6.6	4.6
1 year	9.3	10.0	12.6	9.2	9.0	7.7	8.9	8.4	11.8	8.7
2 years	10.3	11.6	15.1	10.0	10.5	7.9	9.7	9.3	12.3	9.6
5 years	12.4	14.5	24.2	12.6	12.4	10.7	10.7	10.7	13.2	11.1
10 years	13.4	16.3	29.1	12.5	13.2	11.8	10.8	11.4	14.5	12.3
15 years	13.9	18.1	27.1	12.7	13.6	12.0	10.9	11.6	15.6	12.6
20 years	14.2	17.3	28.9	13.3	13.9	13.0	11.1	11.6	16.3	12.7
Over 20 years	13.7	17.1	27.6	11.6	14.0	13.1	11.1	11.6	14.4	13.2
Companies Allowing Carryover of Days	45%	31%	38%	57%	52%	29%	33%	44%	78%	47%
HOLIDAYS						**PERCENT**				
5 or less	4	3	4	0	4	7	5	1	4	3
6 days	12	8	9	3	5	22	24	13	3	10
7 days	13	8	4	18	10	18	20	24	9	10
8 days	17	11	13	18	21	16	13	29	12	19
9 days	15	14	16	18	23	16	11	10	12	15
10 days	20	22	17	37	19	9	15	13	19	24
11 days	11	18	22	3	9	9	10	4	21	11
More than 11	8	16	15	3	9	3	2	6	20	8
PERSONAL — YES	**47**	**36**	**52**	**51**	**50**	**35**	**41**	**51**	**62**	**52**
1 day	15	14	18	17	20	10	14	22	10	9
2 days	23	16	21	36	31	27	13	16	22	23
3 days	16	11	14	11	10	14	16	22	23	18
4 days	5	—	4	3	10	5	9	3	4	3
5 or more	13	14	7	16	9	17	16	8	13	12
As needed	28	45	36	17	20	27	32	29	28	35
FUNERAL (Per Occurrence) — YES	**87**	**92**	**98**	**91**	**95**	**85**	**78**	**82**	**86**	**87**
1 day	3	1	0	2	5	10	5	3	—	4
2 days	6	5	6	3	5	5	11	7	4	7
3 days	34	46	28	32	19	34	28	39	32	36
4 days	1	1	0	2	1	0	1	—	3	1
5 or more	3	1	4	2	2	1	3	—	10	2
Varies by relation	53	46	62	59	68	50	52	51	51	50
JURY DUTY										
Yes	89	89	100	94	97	83	77	90	86	90
MILITARY LEAVE										
Yes	55	48	61	67	66	41	42	47	58	54
MATERNITY LEAVE										
Yes (percent)	37	42	59	46	50	28	29	30	26	34
Days per occurrence	(36)	(44)	(33)	(38)	(27)	(22)	(47)	(37)	(64)	(33)
Percent of Payroll Represented by Paid Leave	8	8	9	9	9	7	8	9	10	8

Paid Leave — Company Size (By Employees)

	TOTAL U.S.	1-25	26-100	101-250	251-1,000	OVER 1,000
AVERAGE VACATION DAYS (According to Service)				**DAYS**		
1/2 year	4.1	3.7	4.0	5.0	4.3	4.3
1 year	9.3	8.9	9.1	9.7	9.9	10.0
2 years	10.3	10.2	10.6	10.8	10.4	10.7
5 years	13.6	13.6	13.9	14.0	13.6	13.7
10 years	16.3	16.0	16.5	16.8	16.5	16.8
15 years	18.5	17.3	18.2	18.9	19.4	19.5
20 years	19.9	18.8	19.4	20.6	21.1	21.1
Over 20 years	20.5	18.5	19.8	21.4	22.6	22.8
Companies Allowing Carryover of Days	42%	37%	44%	42%	40%	51%
AVERAGE SICK DAYS (excludes disability) (According to Service)				**DAYS**		
1/2 year	5.3	4.1	5.7	5.0	5.5	7.2
1 year	9.3	7.6	9.6	8.9	9.9	11.5
2 years	10.3	8.1	10.8	10.2	10.7	12.9
5 years	12.4	9.1	12.3	11.8	14.5	15.2
10 years	13.4	8.9	13.0	12.4	16.5	17.4
15 years	13.9	9.2	13.2	12.2	17.6	18.4
20 years	14.2	9.2	13.4	12.3	18.1	18.9
Over 20 years	13.7	9.4	13.5	12.3	18.2	16.2
Companies Allowing Carryover of Days	45%	33%	48%	52%	48%	45%
HOLIDAYS				**PERCENT**		
5 or less	4	5	4	3	2	4
6 days	12	18	12	11	7	8
7 days	13	18	16	11	8	9
8 days	17	18	20	13	17	11
9 days	15	15	16	12	16	14
10 days	20	13	13	27	22	24
11 days	11	8	10	13	18	15
More than 11	8	5	9	10	10	15
PERSONAL — YES	**47**	**42**	**43**	**43**	**49**	**55**
1 day	15	12	17	10	18	12
2 days	23	21	22	22	26	19
3 days	16	14	14	13	15	21
4 days	5	5	5	4	4	5
5 or more	13	9	15	24	10	11
As needed	28	39	27	27	27	32
FUNERAL (Per Occurrence) — YES	**87**	**72**	**86**	**91**	**97**	**96**
1 day	3	10	2	3	1	1
2 days	6	10	6	6	4	4
3 days	34	24	34	39	33	39
4 days	1	0	2	0	22	1
5 or more	3	2	3	3	22	3
Varies by relation	53	54	53	49	58	52
JURY DUTY						
Yes	89	74	88	93	97	97
MILITARY LEAVE						
Yes	55	35	46	56	62	68
MATERNITY LEAVE						
Yes (percent)	37	20	30	42	50	48
Days per occurrence	(36)	(43)	(40)	(41)	(32)	(42)
Percent of Payroll Represented by Paid Leave	8	7	8	8	9	9

Paid Leave — Region

	TOTAL U.S.	NORTHEAST	GREAT LAKES	SOUTH	MIDWEST	WEST	TOTAL CANADA
AVERAGE VACATION DAYS (According to Service)				**DAYS**			
1/2 year	4.1	4.0	4.0	3.7	4.6	4.7	5.1
1 year	9.3	9.3	9.3	8.9	9.5	9.9	11.6
2 years	10.3	10.4	10.1	9.9	10.9	10.6	13.1
5 years	13.6	13.9	13.2	13.0	13.7	14.5	16.3
10 years	16.3	16.6	16.1	15.8	16.3	16.8	19.5
15 years	18.5	18.5	18.4	18.0	19.0	18.4	21.4
20 years	19.9	19.8	20.4	19.3	20.3	19.6	24.0
Over 20 years	20.5	20.7	20.8	20.2	20.7	20.2	27.4
Companies Allowing Carryover of Days	42%	45%	33%	39%	44%	56%	49%
AVERAGE SICK DAYS (excludes disability) (According to Service)				**DAYS**			
1/2 year	5.3	4.7	6.7	5.2	4.8	5.5	8.4
1 year	9.3	8.7	10.3	9.4	9.1	9.0	13.2
2 years	10.3	9.4	11.2	11.1	10.1	9.6	14.4
5 years	12.4	11.6	14.0	13.4	11.5	11.0	17.1
10 years	13.4	13.1	14.7	15.0	11.3	12.4	19.9
15 years	13.9	14.1	14.5	15.8	12.0	12.3	20.5
20 years	14.2	15.1	13.8	16.2	12.2	12.3	20.7
Over 20 years	13.7	13.2	13.5	16.8	12.0	12.7	20.8
Companies Allowing Carryover of Days	45%	36%	38%	51%	57%	50%	41%
HOLIDAYS				**PERCENT**			
5 or less	4	2	6	4	5	3	1
6 days	12	7	14	12	19	7	1
7 days	13	9	16	15	17	10	4
8 days	17	16	17	20	17	17	2
9 days	15	12	14	13	17	22	19
10 days	20	20	16	26	15	21	13
11 days	11	21	7	6	5	13	37
12 or more	8	13	10	4	5	7	23
PERSONAL — YES	**47**	**51**	**48**	**44**	**46**	**41**	**33**
1 day	15	11	11	13	28	14	4
2 days	23	30	22	17	21	16	8
3 days	16	21	16	15	9	16	8
4 days	5	5	5	5	8	0	—
5 or more	13	11	17	15	10	13	4
As needed	28	22	29	35	24	41	76
FUNERAL (Per Occurrence) — YES	**87**	**88**	**86**	**89**	**88**	**82**	**96**
1 day	3	2	3	3	5	3	4
2 days	6	6	5	8	5	5	4
3 days	34	32	37	35	34	35	26
4 days	1	2	1	2	1	1	0
5 or more	3	1	3	2	2	6	3
Varies by relation	53	57	51	50	53	50	63
JURY DUTY							
Yes	89	90	86	93	89	86	89
MILITARY LEAVE							
Yes	55	56	51	60	54	50	13
MATERNITY LEAVE							
Yes (percent)	37	35	45	38	38	26	26
Days per occurrence	(39)	(44)	(31)	(34)	(30)	(44)	(97)
Percent of Payroll Represented by Paid Leave	8	9	7	9	9	7	9

Supplementary Benefits

Type of Business

PERCENT

	TOTAL U.S.	MANU./ CONST.	UTIL./ TRANS./ COMM.	BANK./ FIN.	INS.	RET./ WHOLE.	SERV.	PROF.	EDUC./ GOV'T./ NON.	OTHER
401(k) Plan	52	55	69	66	69	44	33	42	32	50
Savings/Thrift	27	35	44	34	34	21	16	21	25	21
Profit Sharing	33	49	20	41	31	35	34	29	4	29
Stock Ownership	18	27	32	29	23	21	13	6	2	13
Holiday/Year-End Bonus	38	41	26	39	40	50	40	49	13	39
Percent of Payroll for Supplementary Benefits	7	8	7	7	6	7	7	6	6	6

Company Size (By Employees)

PERCENT

	U.S.	1-25	26-100	101-250	251-1,000	OVER 1,000
401(k) Plan	52	24	45	54	67	67
Savings/Thrift	27	13	20	28	47	47
Profit Sharing	33	26	35	34	33	33
Stock Ownership	18	9	9	17	39	39
Holiday/Year-End Bonus	38	48	46	34	22	22
Percent of Payroll for Supplementary Benefits	7	6	7	6	7	7

Region

PERCENT

	U.S.	NORTHEAST	GREAT LAKES	SOUTH	MIDWEST	WEST	TOTAL CANADA
401(k) Plan	49	53	49	50	55	57	3
Savings/Thrift	27	29	24	35	19	26	22
Profit Sharing	32	31	36	36	33	28	17
Stock Ownership	18	15	16	23	21	15	15
Holiday/Year-End Bonus	38	39	43	37	38	29	31
Percent of Payroll for Supplementary Benefits	7	7	6	7	7	7	6

Personnel Survey Reports from AMS

In addition to this survey, AMS and the AMS Foundation also conduct annual surveys on benefits programs, personnel policies and other human resources-related topics. Our surveys are conducted at different intervals through the year. Therefore, you will always receive the latest issues as they are published for 1990 and 1991.

AMS Office Benefits Survey — reports degree of company benefits offerings by industry, region and company size re: medical, disability, dental, optical, life and pension plans; paid leave policies (vacation, sick, holiday, etc.); and supplementary plans (401k, savings, ESOP, etc.). Also reports benefits expense as percent of payroll.
Price: $30 ($15 to AMS members)

AMS Office Turnover Survey — presents exempt and nonexempt turnover rates and reasons for termination by type of business, region and company size. Compares previous year overall averages.
Price: $30 ($15 to AMS members)

AMS Business Expenses Survey — examines company policies for reimbursing business travel, education, and relocation expenses. Responses are broken down by type of business, region and company size; compared with previous survey.
Price: $18 ($14 to AMS members)

AMS Hiring & Firing Policies Survey — covers company hiring practices; how they evaluate potential employees, including intelligence/personality and drug testing. Also examines progressive discipline policies, severance pay, and the prevalence of unjust discharge suits. Results reported by type of business, region and company size; compared with previous survey.
Price: $18 ($14 to AMS members)

AMS Smoking Policies Survey — covers how many companies have smoking policies in effect, where smoking is banned, hiring policies regarding smokers, "kick the habit" programs. Includes sample company smoking policies. Results reported by type of business, region and company size; compared with previous survey.
Price: $18 ($14 to AMS members)

AMS New Benefits Survey — four-part survey report covering four nontraditional benefits programs: flexible benefits; employee assistance (EAPs); wellness/physical fitness; and childcare. Each category is broken down into types of services covered. Results reported by type of business, region and company size; compared with previous survey.
Price: $18 ($14 to AMS members)

AMS Contract Labor Survey — three-part survey covers trends in temporary help; contract employees; and contracted services (i.e. maintenance, consultants, etc.). Gauges use and reasons for using temp help; prevalence of contract staffing; more. Each category broken down by type of business, region and company size; compared with previous survey.
Price: $18 ($14 to AMS members)

AMS Flexible Work Survey — covers trends in four major areas of work schedules: flextime; job sharing; part-time; and workweeks. Each category is broken down by type of business, region and company size; compared with previous survey.
Price: $18 ($14 to AMS members)

Administrative Management Society

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